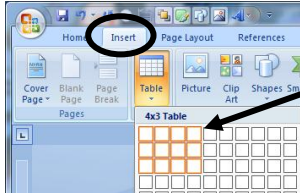


# Microsoft Word Basics

## Lesson 4: Table Tools

### Part A: Inserting & Formatting Tables

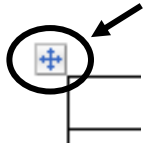
1 - Double-click the “Microsoft Word 2007” button on the desktop or go to the START menu and find it in the list of programs. Choose BLANK DOCUMENT and click CREATE.



2 - Click the INSERT tab, click SHAPES, and then choose the MOON shape.

3 - Highlight the boxes so that you will have 4 across and 3 down. The table will be inserted into your document.

4 - Move your mouse over the upper left-hand corner of the table to see the + sign. Click the sign to select all the cells at the same time.



*NOTE: If you want to select just one column or row, move your cursor over the cell at the top or left side until you see a black arrow. Click to select the entire row or column.*

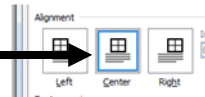
5 - Click TABLE TOOLS at the top of the screen and then click LAYOUT.

6 - Change the height to .5 and the width to 1.2.

7 - Click the middle button to align your text in the center of each cell.



8 - Click PROPERTIES and then choose ALIGNMENT → CENTER. Click OK.



**Save often!**



### Part B: Working with Tables

Name	January	February	March
SpongeBob	5	8	11
Patrick	12	10	2

1 - Enter the information shown in the table. Format the text so that it is TIMES NEW ROMAN, BOLD, and SIZE 12.

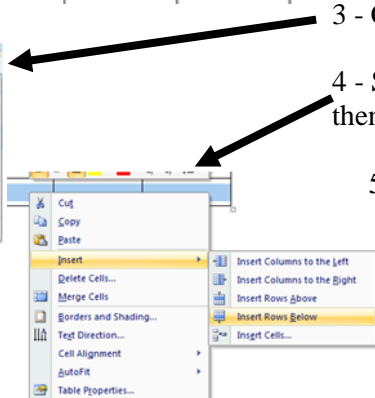
2 - Select the first row and then click TABLE TOOLS → DESIGN.

3 - Click the SHADING button and change the color to YELLOW.

4 - Select the last row (Patrick). Right-click on it, choose INSERT, and then INSERT ROWS BELOW.

5 - Enter the information shown below (Squidward) in your chart.

Name	January	February	March
SpongeBob	5	8	11
Patrick	12	10	2



Name	January	February	March
SpongeBob	5	8	11
Patrick	12	10	2
Squidward	4	15	7

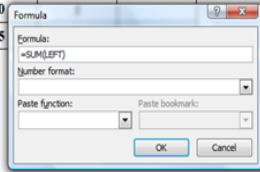
## Part B: Working with Tables (Continued)

1 - Select the far right column (March). Right-click on it, choose INSERT, and then choose INSERT COLUMNS TO THE RIGHT.



2 - Format the cells so they match the other cells. Remember ... The center alignment button is in the LAYOUT area of TABLE TOOLS, while the font tools are under the HOME tab.

Name	January	February	March	Totals
SpongeBob	5	8	11	
Patrick	12	10		
Squidward	4	15		



3 - Click in the last cell for SpongeBob and then click FORMULA in the LAYOUT area of TABLE TOOLS. Make sure it says =SUM(LEFT) and then click OK.

4 - Repeat this process to find totals for Patrick and Squidward. Make sure it says LEFT in the ( ).

Name	January	February	March	Totals
SpongeBob	5	8	11	24
Patrick	12	10	2	24
Squidward	4	15	7	26
Totals	21	33	20	74

**CHALLENGE:** Insert another row at the bottom of the table. Type "Totals" instead of a name and then insert formulas in the other four cells to the right. Does your table look like the one at left?